

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 24-25, 2005**

TAB	DESCRIPTION	ACTION
	IDAHO STATE UNIVERSITY	
1	Non-Delegated Appointment New Positions	Motion to approve
	SECOND READING GOVERNING POLICIES AND PROCEDURES	
2	Section II.B.3 Appointment Authority and Procedures	Motion to approve
	AGENCY HUMAN RESOURCE MATTER	
3		Motion to approve

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BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 24-25, 2005

INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY

SUBJECT

A request by Idaho State University for approval of new positions.

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures Section II. B.3.

BACKGROUND

Items submitted for review and approval according to Board Policy Section II. B.3.

DISCUSSION

Idaho State University requests approval for:

- Vice President for Health Sciences position (1.0 FTE) with a salary equal to/greater than 75% of the Chief Executive Officer base salary, supported by state funds
- six (6) new faculty positions (5.0 FTE) supported by state and grant funds;
- thirteen (13) new professional staff positions (13.0 FTE) supported by state, grant and local funds;
- three (3) new classified staff (3.0 FTE) supported by state and local funds.

IMPACT

Once approved, the positions can be processed on the State Employee Information System.

STAFF AND COMMENTS AND RECOMMENDATIONS

Workload and enrollment increases are the primary reason for the position increases. A majority of these increases are in the health area (health sciences, rural health, nursing). Staff has reviewed the positions for compliance with Board policy and recommends approval.

BOARD ACTION

A motion to approve the request by Idaho State University for twenty-three (23) new positions (22.0 FTE).

Moved by _____ Seconded by _____ Carried Yes_____ No_____

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued**

NEW POSITIONS

**SALARY EQUAL TO/GREATER THAN 75% OF CHIEF EXECUTIVE OFFICER BASE
SALARY**

Position Title	Vice President for Health Sciences
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$150,000 - \$160,000
Funding Source	State Funds
Area/Department of Assignment	Health Sciences
Duties and Responsibilities	Provide overall university coordination and planning for all areas of health sciences, including developing new opportunities, identifying funding sources, and preparing short and long term planning models. Enhance existing collaborative opportunities and develop new relationships both within and outside the university. Provide advice to senior staff concerning health sciences.
Justification of Position	To provide additional support to more effectively respond to ISU's role and mission in the health sciences by providing additional planning, collaborative relations, and funding resources. Additional resources are required to oversee all university areas involving health sciences.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 24-25, 2005**

**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued**

ACADEMIC

Position Title	Program Director/Associate Professor
Type of Position	Faculty
FTE	1.0
Term of Appointment	11 month
Effective Date	January 26, 2005
Salary Range	\$59,000.00
Funding Source	State Funds
Area/Department of Assignment	Registered Nurse Program, College of Technology
Duties and Responsibilities	Develop, coordinate, implement and administer the new A.A.S. in Registered Nursing Program, including curriculum design, clinical site development, scheduling, and budget planning. Responsible for classroom instruction, laboratory and clinical instruction, and direct supervision of the clinical educational experiences of students.
Justification of Position	To provide support for implementation of the A.A.S.-Registered Nursing Program approved by the State Board of Education in 2003.

Position Title	Instructor/Coordinator
Type of Position	Faculty
FTE	1.0
Term of Appointment	11 month
Effective Date	May, 2005
Salary Range	\$48,000.00
Funding Source	State Funds
Area/Department of Assignment	Respiratory Therapy Program, College of Technology
Duties and Responsibilities	Manage and coordinate the operation of the Respiratory Therapy Program; teach courses; manage cohort groups in Pocatello, Twin Falls and Idaho Falls in cooperation with their respective medical centers, the College of Southern Idaho and Eastern Idaho Technical College.
Justification of Position	To provide support for implementation and operation of the newly established Respiratory Therapy Program.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued

Position Title	Instructor/Coordinator
Type of Position	Faculty
FTE	1.0
Term of Appointment	11 month
Effective Date	May, 2005
Salary Range	\$30,000.00
Funding Source	State Funds
Area/Department of Assignment	Massage Therapy Program, College of Technology
Duties and Responsibilities	Manage and coordinate the operation of the Massage Therapy Program; teach courses.
Justification of Position	To provide support for implementation and operation of the newly established Massage Therapy Program.

Position Title	Instructor/Manager
Type of Position	Faculty
FTE	.50
Term of Appointment	11 month
Effective Date	May, 2005
Salary Range	\$21,000.00
Funding Source	State Funds
Area/Department of Assignment	Practical Nursing Program, College of Technology
Duties and Responsibilities	Teach courses and manage clinical administration of the Part-time Outreach Practical Nursing Option.
Justification of Position	To provide permanent support for management of the Part-Time Outreach Practical Nursing Option and to assure compliance with State Board of Nursing Regulations and Requirements of Practical Nursing Training. The duties of this position have previously been performed by temporary, part-time employees.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued**

Position Title	Instructor/Manager
Type of Position	Faculty
FTE	.50
Term of Appointment	11 month
Effective Date	May, 2005
Salary Range	\$20,000.00
Funding Source	State Funds
Area/Department of Assignment	Practical Nursing Program, College of Technology
Duties and Responsibilities	Teach courses and manage clinical administration of the Part-Time Evening Practical Nursing Option.
Justification of Position	To provide support for management of the Part-Time Evening Practical Nursing Option and to assure compliance with State Board of Nursing Regulations and requirements of Practical Nurse Training.
Position Title	Instructor
Type of Position	Faculty
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$33,945.00
Funding Source	Grant Funds
Area/Department of Assignment	Adult Basic Education, College of Technology
Duties and Responsibilities	Responsible for classroom instruction.
Justification of Position	To provide additional support for increased program enrollment.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued

OTHER

Position Title	Senior Research Associate
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$68,994.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Assist in implementation of grant programs, research administration, grant and report writing; may establish independent or collaborative research program.
Justification of Position	To provide additional research support. The duties of this position have previously been performed by temporary employees. Ongoing grant funding is anticipated for a minimum of three years.

Position Title	Senior Research Associate
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$68,494.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Assist in implementation of grant programs, research administration, grant and report writing; may establish independent or collaborative research program.
Justification of Position	To provide additional research support. The duties of this position have previously been performed by temporary employees. Ongoing grant funding is anticipated for a minimum of three years.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued

Position Title	Research Associate Professor
Type of Position	Non-Classified
FTE	2.0
Term of Appointment	9 month
Effective Date	January 26, 2005
Salary Range	\$65,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Assist in implementation of grant programs, research administration, clinical and evaluation activities; write grants, reports, and articles; may establish independent research program.
Justification of Position	To provide additional support for research. These duties have previously been performed by temporary employees. Ongoing grant funding is anticipated for a minimum of three years.
Position Title	Research Assistant Professor
Type of Position	Non-Classified
FTE	2.0
Term of Appointment	9 month
Effective Date	January 26, 2005
Salary Range	\$50,000.00 - \$56,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Assist in implementation of grant programs, research administration, clinical and evaluation activities; write grants, reports, and articles; may establish independent research program.
Justification of Position	To provide additional support for research. These duties have previously been performed by temporary employees. Ongoing grant funding is anticipated for a minimum of three years.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued**

Position Title	Research Administrator
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$60,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Manage internal departmental concerns including personnel, planning, and reporting for a primarily grant funded department.
Justification of Position	To provide additional administrative support for research programs. The duties of this position have previously been performed by temporary employees. Ongoing grant funding is anticipated for a minimum of three years.
Position Title	Research Associate
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$42,515.00 - \$60,000.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Assist in implementation of grant programs, research, and report writing.
Justification of Position	To provide additional research support. The duties of this position have previously been performed by temporary employees. Ongoing grant funding is anticipated for a minimum of three years.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued

Position Title	Assistant Project Coordinator
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$32,500.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Assist in implementation of grant programs, with focus on administration and management.
Justification of Position	To provide additional research support. The duties of this position have previously been performed by temporary employees. Ongoing grant funding is anticipated for a minimum of three years.
Position Title	Post Doctoral Fellow
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$34,578.00
Funding Source	Grant Funds
Area/Department of Assignment	Institute of Rural Health
Duties and Responsibilities	Assist in implementation of grant programs, research administration, clinical and evaluation activities; write grants, reports, and articles.
Justification of Position	To provide additional research support. The duties of this position have previously been performed by temporary employees. Ongoing grant funding is anticipated for a minimum of three years.

**BUSINESS AFFAIRS AND HUMAN RESOURCES
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**INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued**

Position Title	Associate Director
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$58,219.20
Funding Source	State Funds
Area/Department of Assignment	Institutional Research
Duties and Responsibilities	Prepare routing institutional, state and federal reports; perform complex statistical analyses; conduct program planning research, academic program review, and outcome assessments; perform faculty development activities; support academic program review process; respond to special and external requests for institutional data.
Justification of Position	To provide additional support for the timely completion of various reports.
Position Title	Admissions Counselor - Boise
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	February 1, 2005
Salary Range	\$36,000.00
Funding Source	State Funds
Area/Department of Assignment	Enrollment Planning
Duties and Responsibilities	Provide prospective students and new students with program, admission, financial aid, and scholarship information. Assist students with pre-admissions, counseling, advising, and support services.
Justification of Position	To provide additional student services support for increased enrollment and expansion of programs in the Boise area.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued

Position Title	Family Practice Resident Physician
Type of Position	Non-Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	July, 2005
Salary Range	\$35,401.60
Funding Source	Local Funds
Area/Department of Assignment	Family Medicine
Duties and Responsibilities	Graduate medical student in residency training for three years to qualify as family physician in a rural setting. Duties include work in the clinic, inpatient service, on-call and various rotations throughout the community and surrounding areas.
Justification of Position	With the ongoing demand for rural family physicians and ongoing service needs in the Pocatello area, approval of this position will increase the residency program to sixteen residents, thereby allowing ISU to be in compliance with new accreditation regulations and the 80 work week restrictions for residents in training.
Position Title	IT Systems Integration Analyst
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$34,500.00
Funding Source	Local Funds
Area/Department of Assignment	Computing and Communications
Duties and Responsibilities	Develop, implement, support and maintain complex integrated systems solutions typically involving more than one client and using multiple technologies, platforms and interfaces; perform related work.
Justification of Position	To provide additional support for increased requests to house and maintain servers and to assist with the impending migration from HP MPE system.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
IDAHO STATE UNIVERSITY- continued

Position Title	Administrative Assistant 1
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$21,444.80
Funding Source	State Funds
Area/Department of Assignment	Academic Affairs and Institutional Research
Duties and Responsibilities	General secretarial duties, including scheduling meetings, preparing minutes, data entry and preparation of tables for reports; provide customer service; assist in preparation of surveys, requiring expertise in MSOffice, including word, excel, and powerpoint.
Justification of Position	To provide additional clerical support for Academic Affairs and Institutional Research. The duties of this position have previously been performed by temporary, part-time employees.
Position Title	Animal Laboratory Assistant
Type of Position	Classified
FTE	1.0
Term of Appointment	12 month
Effective Date	January 26, 2005
Salary Range	\$14,820.00
Funding Source	State Funds
Area/Department of Assignment	Animal Welfare
Duties and Responsibilities	Feed, water and exercise laboratory animals; clean facilities and animal cages; observe animals for illness or disease; maintain animal colonies.
Justification of Position	To provide additional support for the care of laboratory animals for compliance with federal requirements.

REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

B. Appointment Authority and Procedures

August 2002

B. Appointment Authority and Procedures

1. Nothing herein may be construed to be in limitation of the powers of the Board as defined by Sections 33-3006, 33-3104, 33-2806, and 33-4005, Idaho Code, or as otherwise defined in the Idaho Constitution or Code.
2. Delegation of Authority
The Board delegates all authority for personnel management not specifically retained to the executive director and the chief executive officers consistent with the personnel policies and procedures adopted by the Board. In fulfilling this responsibility, the executive director and chief executive officers, or their designees, may exercise their authority consistent with these policies and procedures. Provided, however, that the Board retains the authority for taking final action on any matter so identified anywhere in these policies and procedures.
3. Specifically Reserved Board Authority
(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:
 - a. Position Authorizations
 - (1) Any permanent new position, regardless of funding source, requires Board approval. Agenda Item Format: Requests for new position authorizations must include the following information:
 - (a) position title;
 - (b) type of position;
 - (c) FTE
 - (d) Term of appointment;
 - (e) Effective date;
 - (f) approximate salary range;
 - (g) funding source;
 - (h) area or department of assignment;
 - (i) a description of the duties and responsibilities of the position; and
 - (j) a complete justification for the position

BUSINESS AFFAIRS AND HUMAN RESOURCES
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- (2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.
- b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.
- c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.
- d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.
- e. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

BUSINESS AFFAIRS AND HUMAN RESOURCES
JANUARY 24-25, 2005

INSTITUTION / AGENCY AGENDA
AGENCIES AND INSTITUTIONS OF THE STATE BOARD

SUBJECT

Second Reading – Amendment of Board Policy II.B.3 – Vacant Positions

APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education Governing Policies & Procedures Section I.A.4. and 5.

BACKGROUND

Positions that are vacant for several years in the state payroll system must be reestablished by the Division of Financial Management (DFM) before being filled by the institution. Some of these positions have been brought before the Board for reauthorization, even though the position may have remained in the institution's operating budget while vacant while others have not.

The filling of positions has been reported inconsistently in the past. Currently, some new positions are individually itemized in the Board meeting agenda, some in the operating budgets, while others may not be reported at all.

DISCUSSION

Board policy states, "(A)ny permanent new position, regardless of funding source, requires Board approval."

Institutions have vacant positions that are no longer listed on the state employee information system because that position has been vacant for several years. However, many of these positions are displayed in the institution's operating budgets. When the institutions wish to reactivate these positions (onto the state payroll system), a new set-up action is required. The President's Council and Board Executive Director, working with DFM, have agreed to seek Board authorization to reactivate any position if a new position set-up document is required to reestablish the position.

A related item is the Board practice of approving institutional operating budgets each June. The budgets presented to the Board are for General Education only and do not include all funding sources (such as auxiliary and local funds, which do fund a large number of positions). Through the budget approval process, institutions receive authorization for numerous new positions that may not have been individually identified for Board consideration. Therefore, positions in the institutional operating budgets should only include those that have been previously approved by the Board. Positions that have been vacant more than three (3) years should not be included in institutional operating budgets, as these positions need to be reinstated separately by Board approval.

BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA

AGENCIES AND INSTITUTIONS OF THE STATE BOARD - continued

IMPACT

The suggested change will result in better communication and review between institutions, the Board and DFM.

STAFF COMMENTS AND RECOMMENDATIONS

Board staff, the Financial Vice President's group and the Division of Financial Management have had several discussions on this issue and are ready to proceed per Board approval.

BOARD ACTION

A motion to approve the second reading of amendments to Board Policy II.B.3., a process by which the institutions will request specific reauthorization from the Board to fill any position that has been vacant and requires a new "set-up" action. As part of this motion, institutions also agree to not include any position in their operating budget if that position has been vacant for more than three (3) years.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

BUSINESS AFFAIRS AND HUMAN RESOURCES
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SECOND READING

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: II. HUMAN RESOURCES POLICIES AND PROCEDURES

SUBSECTION B: Appointment Authority & Procedures

~~August, 2002~~ January, 2005

B. Appointment Authority and Procedures

3. Specifically Reserved Board Authority

(Note: This is not an exclusive or exhaustive list and other reservations of Board authority may be found in other areas of these policies and procedures.) Board approval is required for the following:

a. Position Authorizations

- (1) (1) Any permanent new position (including any reactivated position ~~when vacant more than three years~~ that requires a new "set-up" action), regardless of funding source, requires Board approval.

Agenda Item Format: Requests for new position authorizations must include the following information:

- (a) position title;
- (b) type of position;
- (c) FTE
- (d) Term of appointment;
- (e) Effective date;
- (f) approximate salary range;
- (g) funding source;
- (h) area or department of assignment;
- (i) a description of the duties and responsibilities of the position; and
- (j) a complete justification for the position

- (2) Any permanent position being deleted. The affected position should be identified by type, title, salary, area or department of assignment, and funding source.

- b. The initial appointment of all employees to any type of position at a salary that is equal to or higher than 75% of the chief executive officer's annual salary.
- c. The employment agreement of any head coach or athletic director (at the institutions only) longer than one year, and all amendments thereto.

SECOND READING - continued

- d. The criteria established by the institutions for initial appointment to faculty rank and for promotion in rank, as well as any additional faculty ranks and criteria as may be established by an institution other than those provided for in these policies (see subsection G.) Any exceptions to the approved criteria also require Board approval.
- e. The procedures established for periodic performance review of tenured faculty members. (see subsection G.)

REFERENCE - APPLICABLE STATUTE, RULE, OR POLICY

Idaho State Board of Education

GOVERNING POLICIES AND PROCEDURES

SECTION: I. GENERAL GOVERNING POLICIES AND PROCEDURES

Subsection: A. Policy-Making Authority

4. Conformance with State and Federal Law

All Board Governing Policies and Procedures and the internal policies and procedures of its institutions, agencies and school will comply with and be in conformance to applicable laws.

5. Adoption, Amendment, or Repeal of Board Policies

a. Board policies may be adopted by majority vote at any regular or special meeting of the Board. The adoption, amendment, or repeal of a Board policy may be requested by any member of the Board, the executive director, or any chief executive officer. Persons who are Board employees, or students or student groups, must file a written request with the chief executive officer of an institution, agency or school, or his or her designee, to receive Board consideration. An Idaho resident, other than those described above, may file a written request with the executive director for Board consideration of a proposal. Regardless of the source, a statement of the proposed adoption, amendment, or repeal must be presented to the executive director for transmittal to the Board. If the subject matter of the presentation concerns an agency, institution, school, or department of the Board, the executive director will also notify the appropriate chief executive officer of the nature of the request.

b. Board action on any proposal will not be taken earlier than the next regular or special meeting following Board approval for first reading. During the interim between the first reading and Board action, the chief executive officers will seek to discuss and review the proposal with faculty, staff, or other Board employees and students or student groups, as appropriate. The chief executive officers will transmit summaries of oral statements and written comments on the proposal to the executive director. After thorough consideration, the proposal will be presented by the executive director to the Board for action.

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BUSINESS AFFAIRS AND HUMAN RESOURCES
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INSTITUTION / AGENCY AGENDA
AGENCIES AND INSTITUTIONS OF THE STATE BOARD

SUBJECT

Agency human resource matter.

BOARD ACTION

A motion will need to be prepared based on Executive Session discussions.

Moved by _____ Seconded by _____ Carried Yes _____ No _____

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